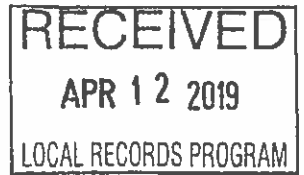




Kentucky Department for Libraries and Archives
Local Records Program

Grant Application



Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Franklin County Fiscal Court
Applicant Title: Ann Northcutt, Grants Administrator
Office Address: 321 West Main Street
Frankfort, KY 40601
Phone Number: 502-875-8751
Email Address: anorthcutt@franklincountyky.com
Federal ID Number: 616000768

Part B: Project Summary

Total Funds Requested: \$ 19,950

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

Franklin County Fiscal Court wishes to have all ordinances passed by the Court
codified, meeting all steps and requirements of the KY Dept of Libraries and
Archives including legal review, indexing, and cross referencing. We propose
working with an approved vendor, having an electronic version created, and the
newly codified collection approved by the Fiscal Court and made available to the
public on the County website. This project will include all ordinances of Franklin
County government that have until now not been through this process.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: American Legal Publishing Company
Vendor Address: One West Fourth Street, 3rd Floor
Cincinnati, OH 45202
Vendor Phone and Email: 800-445-5588, customerservice@amlegc

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☒ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Codification of Ordinances established by Franklin County Fiscal Court	to present		\$17,500
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

Section 2

Vendor Name: Municode
Vendor Address: P O Box 2235
Tallahassee, Florida 32316
Vendor Phone and Email: 919-830-3358 SHorton@municode.com

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Codification of Ordinances established by Franklin County Fiscal Court			\$19,950
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$19,950

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The Franklin County Court Clerk will be responsible for comprehensive records management with assistance from the vendor and the County IT personnel. The County Judge/Executive and Fiscal Court will make available any training, supplies, and equipment funds necessary to ensure continuation of records management.

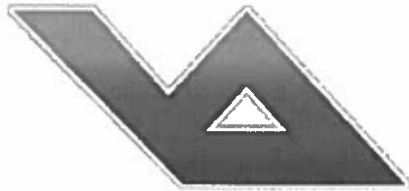
Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☐ No ☒

Current records are stored in a secure location in a building with a sprinkler system but it is not fireproof. Having an electronic version will safeguard loss of the records should there be an unforeseen event such as fire or flood.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives
Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Codification will provide the public with one body of current, enforceable law,
easy to access and update. Electronic format will be accessed on the county website
It will provide the legislative body with a clear and consistent record and provide
direction as to any gaps that need additional legislation. The new collection will be
adopted by Fiscal Court and advertised in local press, social media, and website.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☒ No ☐ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



Kentucky Department for Libraries and Archives
Local Records Program

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.


Authorized Local Government Official

Huston Wells, Co Judge Exec.
Typed or Printed Name and Title

April 12, 2019

Date


Official Custodian of Records

Tandra Harrod, Fiscal Court Clerk
Typed or Printed Name and Title

April 12, 2019

Date

RESOLUTION NO. 17 - 2019

**A RESOLUTION IN SUPPORT OF SUBMISSION OF AN APPLICATION FOR
GRANT FUNDS WITH THE KENTUCKY DEPARTMENT OF LIBRARY AND
ARCHIVES, LOCAL RECORDS GRANT PROGRAM**

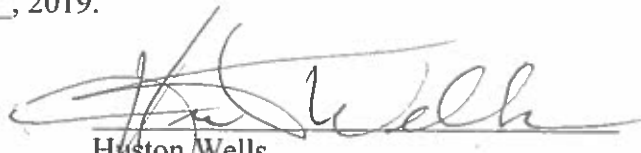
WHEREAS, the Kentucky Department of Library and Archives (KDLA) will be accepting applications for the 2019 Local Records Grant Program; and

WHEREAS, there is need for Franklin County Fiscal Court for funds for the purpose of formulating and codifying the county's ordinances; and

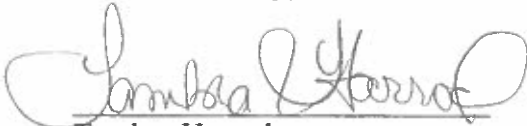
WHEREAS, the county will use the provisions of KRS 45A for the purchase of equipment and/or services. For any equipment and/or services under \$20,000.00, three (3) quotes will be obtained. For any equipment and/or services that exceeds \$20,000.00, the provision of KRS 45A will apply;

NOW, THEREFORE, BE IT RESOLVED, this day that the Franklin County Fiscal Court authorizes the filing of the application for 2019 KDLA grant funds and authorizes the County Judge Executive to sign all necessary grant documents between KDLA and the Franklin County Fiscal Court.

Approved this 12th day of April, 2019.


Huston Wells
Franklin County Judge/Executive

ATTESTED TO:


Tandra Harrod
Fiscal Court Clerk

Codification Proposal

Code of Ordinances Franklin County, Kentucky



American Legal Publishing Corporation
432 Walnut St. Cincinnati, Ohio 45202

Richard C. Frommeyer
Codification Consultant
1-800-445-5588

AMERICAN LEGAL PUBLISHING CORPORATION PROPOSAL FOR FRANKLIN COUNTY, KENTUCKY

TABLE OF CONTENTS

1. Letter
2. Advantages and Benefits
3. List of Attorneys on Staff
4. Codification Agreement
5. Sample Legal and Editorial Research Report
6. Online Search & Retrieval Program



AMERICAN LEGAL

Publishing Corporation

April 10, 2019

Ann Northcutt
Franklin County
321 West Main Street
Frankfort, KY 40601

Dear Ann,

Thank you for requesting a quote for codification services. As per your request, the following is our proposal. Our proposal specifically includes meeting all of the Codification Steps of the Kentucky Department for Libraries and Archives as well as all of the requirements. The total cost for codifying the County of Franklin's ordinances includes the following:

County's ordinances will be used for the codification
Kentucky Model Ordinances will be provided for review based on what is requested by County. Models will only be used with County's written permission.
Page Changes and Additions for the Codification of Local Ordinances
Total Page Count based on materials sent into the Publisher
Provide ample Model Ordinances as Requested, supplementation not included
Indexing and Cross-Referencing
Ordinance Review by **Kentucky Licensed Attorney**
Manuscript Production
Final Revisions & 10 printed copies with tabs and binders
Legal Review for this project will cost \$800.00

TOTAL COST:	\$16,700.00	+	\$800.00	=	\$17,500.00
	Codification		Legal review		

This price quote should be attached to your Application Form when forwarded to the Kentucky Department for Libraries and Archives (DLA) to request funding through the Department's Local Records Program. ALPC will guarantee that (1) the cost for codifying the County's ordinances according to the guidelines of the Kentucky Department for Libraries and Archives will not exceed the above amount, and (2) the price listed above will remain in effect throughout the contract period, provided the County begins the codification project no later than January 31, 2021. The price will remain good through December 31, 2020.

Page 2

Codification services are overseen by Christi Baunach, a Kentucky Licensed Attorney. Your codification project will consist of our one of our Kentucky attorneys researching and reviewing your local ordinances. Check your ordinances with Kentucky and federal law based on the ordinances provided to Publisher for review. We will work closely with you in creating a code of ordinances that fits the needs of the County and satisfies the requirements of KRS 83A.060 which require ordinances to be codified or compiled and periodically reviewed for consistency with state law.

We will also supply you with a number of model ordinances to cover topics where you may not have an ordinance, or where the ordinance you do have, might be old or outdated. We are the only code company that uses comprehensive model ordinances that have been drafted specifically for use by Kentucky counties.

Your code of ordinances will be arranged according to subject matter, indexed, and cross-referenced so that all of the general and permanent laws of your County will be in one easy-to-use book.

We certainly hope you choose American Legal and explain your preference on your application form.

If you have additional questions about any part of the project, please contact me at your earliest convenience. We are looking forward to working with you on this most important project.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Frommeyer', written in a cursive style.

Richard C. Frommeyer
Codification Consultant
3635 Walnut Park Drive
Alexandria, KY 41001

AMERICAN LEGAL PUBLISHING CORPORATION

ADVANTAGES AND BENEFITS

QUALIFICATIONS

- American Legal Publishing Corporation began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979.
- American Legal is the only codification company owned by its employees.
- American Legal currently serves more than 2,500 local government clients across the country and over 250 clients in Kentucky including Boone County, Campbell County, Louisville Jefferson Metro Government, Woodford County and the City of Frankfort to name a few. Our large clients range in size from New York City, Los Angeles, Chicago, Dallas, Fort Worth, Cleveland, Philadelphia, Honolulu, and Boston.
- We are the codification consultants to the International Municipal Lawyers Association.
- Many state municipal leagues have chosen American Legal as their codification company of choice.

LEGAL ANALYSIS

- Our legal staff's **Exclusive Editorial and Legal Report** details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law. Our legal team consists of fourteen members with law degrees, including the president of the company.
- We have 16 attorneys on staff which is more than any other codification company. Our attorney to client ratio is the best in the industry.
- We provide the **most comprehensive analysis** in the codification industry: outlining problems, providing you with alternatives, and allowing you to implement desired improvements.
- You receive the Editorial and Legal Report with the **draft** of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis which will ultimately be reviewed with you at a conference in Franklin County.

SUBJECT MATTER FORMAT

- We will arrange your ordinances according to logical subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, etc.
- We can offer you free **Model Ordinances** covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

TABLE OF SPECIAL ORDINANCES, PARALLEL REFERENCES AND INDEXING

- As part of your new code, we will create Tables of Special Ordinances covering such topics as annexations, zoning map changes, franchises, easements, etc. These ordinances will be listed in table form by ordinance number, date of passage, and will include a brief description of each ordinance.
- Your code will include Parallel Reference Tables that indicate which code sections are based on state statutes, where prior code sections appear in your new code, and a cross-reference of ordinance numbers to code section numbers.
- Our comprehensive index includes no dead ends when you search for a topic.

STYLE OPTIONS

- We offer different typesets for your code, single or dual column printing and various types of binders.

TIMELY DELIVERY AND FLEXIBLE BILLING

- We will complete your code within 9 months (excluding your review time).
- We can work with you to schedule the project so that it meets your budgetary needs.
- We complete supplements within days if requested.

RE-ORDERS AND PAMPHLETS

- We have **no minimum** or maximum orders of extra copies of your code. You can call us at any time and order 1 or 1,000 additional copies of your code.
- You can order only as many codes as you need without having to worry about buying, storing and updating copies that you don't need.
- You can receive specific pamphlets for your police department, zoning department, etc.

COMPUTERIZATION OF CODE

- You can receive your code on a flash drive or download it from our secured site in Microsoft Word, PDF and even WordPerfect compatible at no additional charge.
- Access every word in your code in just seconds with our online code of ordinances. Your code can be linked to your meeting minutes and other municipal documents. We do all the conversion work ourselves and host all the codes ourselves.
- Users can customize their network version by creating color highlights, bookmarks, notes, and pop-up links without affecting the original text.

SUBSCRIBERS SERVICE

- American Legal can sell current copies of Franklin County's code (printed and computer versions) via our "800" number directly to Law Firms, Developers and other outside parties.

- Our service relieves Franklin County of the burden of maintaining and updating inventory of codes and processing individual payments.

SUPPLEMENT SERVICE

- Our staff will provide you with accurate updates of your code on a timely basis.
- Our fast and efficient supplement service will keep your code current in future years.
- You can supplement as often as necessary - even after every council meeting using our instant updating service.
- Unlike other code companies, our supplement service includes incorporation of changes in state law that affect your code.

SUBCONTRACTING

- We do all editing, legal review, printing and computer/internet work inhouse and at one location.

AMERICAN LEGAL PUBLISHING STAFF ATTORNEYS

Our editorial support staff consists of more than 25 experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor is a college graduate with a degree in English, Journalism, or Law. Our editors work directly on personal computers using the most advanced software programs for editing, proofreading and indexing. Therefore, we can return your completed Code of Ordinances on computer disk and online if desired. American Legal has a higher percentage of editors with Masters or Doctorate Degrees than any other national codification firm. We have more attorneys on staff than any other codification firm.

ATTORNEYS ON STAFF:

STEPHEN G. WOLF - PRESIDENT

- J.D., University of Cincinnati College of Law
- B.B.A., Management, University of Cincinnati
- Current City Attorney of an Ohio city, and former Mayor
- Over Thirty five years with American Legal Publishing

CYNTHIA A. POWELEIT - VICE PRESIDENT AND EDITOR-IN-CHIEF

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- B.A., English, Denison University
- Over twenty-six years with American Legal Publishing

RAY G. BOLLHAUER - CLIENT RELATIONS DIRECTOR

- J.D., University of Cincinnati College of Law (Moot Court)
- B.A., Economics, University of Cincinnati
- Past President of local community Council
- Over twenty-one years with American Legal

TODD MYERS - SUPPLEMENT DIRECTOR

- J.D., University of Cincinnati College of Law (Law Review)
- B.S., Criminal Justice, University of Cincinnati
- Over twenty years with American Legal

CHRISTI G. BAUNACH - LEGAL REVIEW STAFF

- J.D., University of Louisville, Cum Laude
- B.A., Political Science, University of Louisville, Cum Laude
- Judicial Internship, Supreme Court of Kentucky
- Over twenty-two years with American Legal

deRICCI HORWATT - LEGAL REVIEW STAFF

- J.D., University of Akron
- B.B.A. Marketing, Ohio University
- Licensed in both Ohio and Pennsylvania
- Owned law firm for nine years practicing municipal law in Pennsylvania
- Twelve years with American Legal Publishing

RENELL HAMILTON - LEGAL REVIEW STAFF

- J.D., University of Cincinnati
- B.S., Education, University of Wisconsin
- Former Law Firm Administrator
- Twenty two years with American Legal Publishing

LISA BRICKNER - LEGAL REVIEW STAFF AND EDITOR

- J.D., University of Cincinnati
- University of San Diego School of Law, Magdalen College
- B. A. Police Administration, Eastern Kentucky University
- University of Oxford, Oxford, England
- Eight years with American Legal Publishing

DEVON MOSER - LEGAL REVIEW STAFF AND EDITOR

- J.D., University of Cincinnati
- B.A. International Studies, Wright State University
- Army Cadet
- Ten years with American Legal Publishing

DARLENE FOLEY - LEGAL EDITOR

- J.D., University of Cincinnati
- B.A., University of Cincinnati
- Federal Bar Member
- Ten years with American Legal Publishing

MICHAEL FIELMAN - LEGAL EDITOR

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- Law Review
- B.S. Finance, Miami University (Oxford, OH)
- Eight years with American Legal Publishing

MICHAEL BUCHANAN - LEGAL EDITOR

- J.D., Salmon p. Chase College of Law (Law Review)
- B.S. English, University of Kentucky
- Developed his own online legal research database
- Worked five years with Keating, Muething, & Klekamp

LAURA MOSER- LEGAL EDITOR

- J.D., Salmon P. Chase, College of Law
- B.S. Political Science, University of Kentucky
- Kentucky Citizen Foster Care Review Board
- Over three years with American Legal Publishing

NLS HERDELIN- LEGAL EDITOR

- J.D., Salmon P. Chase, College of Law
- B.A. Political Science, Western Kentucky University
- Member of the Ohio Bar Association
- Former Special Assistant Prosecutor in Campbell County, KY

OWEN PARSONS- LEGAL EDITOR

- J.D., Salmon P. Chase School of Law
- B.A. Government Studies, Centre College
- Over two years with American Legal Publishing

BRANDI BUCHENAU - STAFF ATTORNEY

- J.D., Salmon P. Chase School of Law
- B.A. Political Science, Northern Kentucky University

AMERICAN LEGAL PUBLISHING CORPORATION

ADVANTAGES AND BENEFITS

QUALIFICATIONS

- American Legal Publishing Corporation began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979.
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- We are the codification consultants to the International Municipal Lawyers Association.
- Many state municipal leagues have chosen American Legal as their codification company of choice.

LEGAL ANALYSIS

- Our legal staff's **Exclusive Editorial and Legal Report** details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law. Our legal team consists of fourteen members with law degrees, including the president of the company.
- We have 16 attorneys on staff which is more than any other codification company. Our attorney to client ratio is the best in the industry.
- We provide the **most comprehensive analysis** in the codification industry: outlining problems, providing you with alternatives, and allowing you to implement desired improvements.
- You receive the Editorial and Legal Report with the **draft** of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis which will ultimately be reviewed with you at a conference in [Short Name of Munic.].

SUBJECT MATTER FORMAT

- We will arrange your ordinances according to logical subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, etc.
- We can offer you free **Model Ordinances** covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

Scope of Services

I. THE PUBLISHER SHALL:

- (1) Examine the County's prior code of ordinances (if any), and all ordinances or resolutions provided by the County and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the County attorney.

(a) The report may include notice of and suggestions for resolving the following:
Apparent conflicts with referenced state and federal statutes and administrative regulations;

Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;

Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.

(b) Suggest new provisions which the County should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.

(c) The review will not involve re-drafting of entire chapters by the Publisher. However, the Publisher will provide model ordinances to the County upon request if available.

(d) At the option of the County, hold a manuscript conference with County representatives to review the report. The County will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.

Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your County Attorney, especially based on his/her in-depth knowledge of the County practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the County. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code. (A sample Report is attached to indicate the type of comments that are likely to be contained in the report for County of Franklin.)

- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of

the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the County Attorney.

(5)

Prepare:

(a) Title, chapter, and section headings.

(b) A table of contents and sectional analysis for each chapter.

(c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.

(d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.

(e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the County finds to be pertinent.

(f) Parallel Reference Tables showing:

1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).

2. A listing of code sections based on state statutes (Statute to Code).

3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).

(g) An index (which will be created after the first draft of the Code is submitted).

(6)

Provide the County with model or sample ordinances when available and upon request, at no additional charge.

(7)

Deliver to the County, within 6 months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the County's examination.

(8)

If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The County will be billed for the travel expenses of the American Legal staff attorney. The County may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code at \$19.00 per page, which is not covered in the grant. When the draft, and any changes thereto made by the County, is returned to the Publisher, such return of the draft shall be deemed final authorization by the County to publish the Code as returned. If additional conferences are requested by the County which require the

travel of a member of the staff of the Publisher, then the County shall be advised what the additional cost, if any, for such conference will be.

- (9) Deliver to the County, within 3 months of receipt of the corrected draft, 10 printed copies of the Code meeting the following specifications:

(a) Type to be single or dual column, at the option of the County

(b) Page size to be 8½" x 11"

(c) Printed on high quality paper

(d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the County's name stamped in gold and shall contain divider tabs.

- (10) Provide a sample adopting ordinance to the County.

II. THE COUNTY SHALL:

- (1) The County will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher). (If the County provides meeting minutes to the Publisher to review for legislation contained therein rather than actual ordinances or resolutions, there will be an additional charge of \$45.00 an hour to extract ordinances or resolutions from the minutes for use in the new code.)
- (2) After receipt of the draft of the code and legal report described in paragraph I (2), the County shall have **60 days** to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the County opts for the legal conference described in paragraph I (9), it must contact the Publisher within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the County fails to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the County may request that the Publisher extend the deadline in writing.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the County up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The County agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates of \$19.00 per page at the time of the inclusion of these ordinances into the code.
- (4) (a) Pay to the Publisher for shipping of the final code order as a final price, the sum of \$17,500.00 for its services set out in Section I.

LEGAL AND EDITORIAL RESEARCH AND REPORT

BARREN COUNTY, KENTUCKY

AMERICAN LEGAL PUBLISHING CORPORATION

Introduction

This report has been created in conjunction with the preparation of a preliminary manuscript of the code of ordinances for Barren County, Kentucky, and is intended to assist in the review of the preliminary manuscript of your code. It describes editorial decisions made in creating the manuscript and provides a list of questions which need to be addressed by the county. **This report incorporates the legal review done by Mr. Henry Watson, III, dated January 19, 2016.**

PLEASE NOTE THAT ANY QUESTIONS OF A LEGAL NATURE CONTAINED IN THIS REPORT SHOULD BE ADDRESSED TO YOUR COUNTY ATTORNEY. THIS REPORT SHOULD NOT BE CONSIDERED AS A SUBSTITUTE FOR THE COMPETENT ADVICE OF YOUR COUNTY ATTORNEY, AND WE ARE IN NO WAY ASSUMING THE ROLE OF ATTORNEY FOR THE COUNTY.

Upon receipt of your answers to the following comments, we will be able to complete production of your new code. The contractual review period (during which the county is to review the preliminary manuscript and respond to this report) is **60 DAYS** following the receipt of this report. **Consequently, your responses will be due by April 4, 2016.** Please feel free to make changes and suggestions to the preliminary manuscript in addition to those discussed in the following comments. Upon receipt of your responses, we will finish and ship the first edition of the code to you within ten to twelve weeks. If you will need to extend this review period, please let us know.

Also, remember that the "preliminary" manuscript is for review purposes only. An index and parallel reference tables, which will indicate the location of each state statute, resolution, and ordinance within the code, will be inserted in the final version of the code. The final code will also contain tab dividers before each title, the index, and the parallel reference tables and will be printed on white paper.

General Comments

- 1) We have organized the new code into the following titles with chapters, subchapters, and sections:

Title I	General Provisions	Title XI	Business Regulations
Title III	Administration	Title XIII	General Offenses
Title V	Public Works	Title XV	Land Usage
Title VII	Traffic Code	Table of Special Ordinances	
Title IX	General Regulations		

- 2) We have not repeated definitions and rules of construction contained in Title I throughout the code unless a variation of the definition or rule applies to a particular code provision.

- 3) We have removed severability provisions from new ordinances, as they are covered by § 10.07.
- 4) We have placed a simplified penalty reference ("Penalty, see § . . .") in a separate line at the end of the legislative history of each section, where appropriate.
- 5) As a legislative history for code sections, we list at the end of the section the number and passage date of its enacting ordinance, then amending ordinances, if any. **EXAMPLE:** (Ord. 10, passed 5-13-1960; Ord. 15, passed 1-13-1970; Ord. 20, passed 11-21-1980; Ord. 25, passed 10-17-2005)
- 6) (a) A "KRS" cite included in the history indicates that the text of the section reads either verbatim or substantially the same as the statute. **EXAMPLE:** (KRS 83A.090) (Ord. 10, Series 1980, passed 1-17-1980; Ord. 20, Series 1985, passed 1-1-1985).

(b) A "KRS" cite set forth as a "statutory reference" following the text of the section indicates that the reader should refer to that statute for further information. **EXAMPLE:**

§ 39.01 PUBLIC RECORDS AVAILABLE.

This municipality shall make available to any person for inspection or copying all public records, unless otherwise exempted by state law.

Statutory reference:

Inspection of public records, see KRS 61.870 et seq.

- 7) Note that titles in your new code are separately paginated for ease of supplementation. If, for example, the county adds material to Title III during a supplement, then the page numbers in Title III will shift accordingly and the page numbers in the remaining titles (V through XV) will remain stable. Because the county pays a charge per page in supplementation, this style of pagination will actually save the county money. If some code users are concerned about their ability to locate material quickly, please remind them that the final product will have tabbed dividers before each title, clearly marked with the name of that title.
- 8) In order to complete your new code, we need you to return to us the below-listed items, all in one packet if possible:
 - a) Your responses to this report. We recommend that you simply write your responses directly on this report. Or, you may return your responses on a separate sheet of paper, or mark them on your blue manuscript and return it to us.
 - b) A copy of each new ordinance passed since the last one included in your draft manuscript. The last ordinance included in your draft manuscript is listed on the front cover of the draft.
 - c) Other changes you wish to make, if any. We suggest that you mark such changes directly on your blue draft manuscript, and return it to us. Please note that we will retain the returned manuscript, so you may want to make a copy of the affected pages for your records.
- 9) Many counties insert, prior to the actual code sections, a page acknowledging the current officials of the county. If you desire such an acknowledgment, the responses to this report should include a current list of any officials the county wants to include.

- 10) The below-listed sections contain fees, fines or other dollar amounts which are more than five years old and may be obsolete. If you wish to update any of them at this time, please specify the section number and the new amount. Unless otherwise instructed, we will retain these sections as presently edited.

Title I: (none)
Title III: 30.99, 31.99, 33.01, 33.33, 34.07, 34.27, 35.01, 35.03, 35.04, 35.05, 35.06, 35.07, 35.08, 35.99
Title V: 50.17, 50.99, 51.99
Title VII: Ch. 71, Schd. I, Ch. 71, Schd. II
Title IX: 90.12, 90.99, 92.04, 92.99, 93.12, 93.99
Title XI: 110.99
Title XIII: (none)
Title XV: 153.99

Research and analysis

Responses

TITLE I: GENERAL PROVISIONS

- 11) Chapter 10: Rules of Construction; General Penalty. The purpose of this chapter is to reduce duplication and create consistency throughout the code. To this end, we have replaced obsolete and repetitive ordinance sections with comprehensive, general code provisions, most of which are self-explanatory in nature and need no particular comment; however, we ask that you review the chapter and advise if anything is unclear or unsatisfactory. Is this chapter acceptable?

TITLE III: ADMINISTRATION

- 12) § 30.01 Enhanced 9-1-1 emergency telephone service system. This section is derived from legislation enacted over 20 years ago. There have been both statutory and regulatory changes over the past 20 years, and the county may wish to update these provisions if they no longer accurately reflect current county practice and policies. Unless otherwise instructed, we will retain these provisions as presently edited.
- 13) § 30.02 Electioneering. This section is similar to a state law (KRS 117.235) which has been subject to recent court challenge and declared unconstitutional by at least one court. *Russell v. Lundergan-Grimes* (6th Circuit 2015). We recommend that your County Attorney review this section against federal case law and advise the county as to any necessary revisions or deletions. In the meantime, unless otherwise instructed, we will retain this section as presently edited.
- 14) § 31.03 Fiscal Court. In division (J)(3), reference is made to the 1915 edition of the Robert's Rules of Order. Is there a more current version the county would like to cite?

- 15) § 31.06 Open records, policies and procedures. This section is derived from legislation passed more than 20 years ago. State law on this subject has changed since then. Please find enclosed for your review sample public records provisions. Although they were drafted for cities, the provisions can easily be converted for use by counties. Would you like us to delete § 31.06 and add the enclosed model provisions to your code?
- 16) § 31.25 Industrial Development Economic Authority. This section is derived from legislation passed in 1984. State law has changed since then. For example, this section cites KRS Ch. 152 for its authority, but most of KRS Ch. 152 has been repealed. The authority for establishing industrial development economic authorities is now found in KRS 154.50-20 *et seq.* If this code section is now obsolete, we recommend removing it from your code. If you wish to retain it in your code, we at least suggest you update the state law citation to KRS 154.50-20 *et seq.* Should we delete § 31.25 from your code?
- 17) § 32.11 Election Commissioners. The current name for this body under state law is County Board of Elections. See KRS 117.035. Would you like to update the name of this body accordingly?
- 18) § 33.01 Classification and pay plan and policies and procedures. Please review this section very carefully, as our editors encountered some difficulty assembling it. There were several amendments in which the county would revise or delete something it had already amended or deleted in a previous amendment. Please specify the changes, if any, we should make. Unless otherwise instructed, we will retain these provisions as presently edited.
- 19) § 35.04 Volunteer Fire Department subscriber fees.
 - (1) In divisions (A)(1) and (A)(4), reference is made to the County P.V.A.'s Office. For clarity, do you wish to use the full name instead of the acronym? If so, is the correct name the Property Valuation Administration?
 - (2) There is language which appears to now be obsolete in division (A)(4): "(It is intended that this fee be on the 2003 tax bills, but the Fiscal Court recognizes that it is possible that the County P.V.A.'s Office may not be able to complete these bills by the 2003 deadline. If the 2003 deadline is missed, the administrative fee may have to come out of the 2004 tax bills)." We recommend deleting this obsolete language. Do you wish to delete it?
- 20) § 35.08 Court costs. We will add the following statutory reference after the text of this section: "Authority for additional court costs, see KRS 23A.220, 24A.185 and 64.091." Is this acceptable?

TITLE V: PUBLIC WORKS

- 21) § 50.02 Designated disposal site. The language in this section, "Presently, the only permitted solid waste disposal site in the county is the City of Glasgow ..." reads as though the entire City of Glasgow is a disposal site. We suggest clarifying this by revising it to include the word, "in," to read, "... the only permitted solid waste disposal site in the county is in the City of Glasgow...." Do you wish to make this revision?

TITLE VII: TRAFFIC CODE

-) Ch. 71 Schedule II, Speed limits.

(a) Division (B)(4)(a) states the speed limit established by KRS 189.390 is both 60 mph and 50 mph. Which is correct?

(b) Division (B)(5)(a) states the speed limit established by KRS 189.390 is both 60 mph and 50 mph. Which is correct?

TITLE IX: GENERAL REGULATIONS

- 23) § 90.11 License agreements with landowners for court inspection for diseased birds, animals, and the like. This section is derived from legislation passed over 40 years ago, and may be obsolete. It appears to be aimed at large industrial farms, which are now extensively regulated under state and federal laws. If the county no longer uses this code section, we suggest deleting it as obsolete. Should we delete this section from your code?
- 24) § 90.13 License tags for dogs. In division (A), there is a provision that is obsolete. It reads, "County dog licenses purchased before January 1, 2005 shall not expire until December 31, 2005." We suggest deleting this obsolete language. Do you wish to delete it?
- 25) § 92.17 Notice of fire hazard proclamation. Reference is made to an 'Exhibit A' that was not attached with the ordinance. If this is something you would like to include in your code, please send a copy with your responses to this report.
- 26) Chapter 93: Fair Housing. This chapter is derived from legislation passed over 23 years ago. State and federal laws on this subject have changed many times over the last 23 years. For example, "disabled," or "disability" is now used instead of "handicapped," or "handicap." We have no specific changes to recommend, but suggest that your County Attorney review this chapter against current law and advise the county of any necessary revisions. In the meantime, unless otherwise instructed, we will retain this chapter as presently edited.

TITLE XI: BUSINESS REGULATIONS

- 27) Chapter 110: Sexually-oriented businesses. This chapter is derived from legislation enacted in 2004. The subject of this chapter is challenged on various grounds rather frequently. There has been state case law issued after 2004, which may impact this chapter or the way this chapter is enforced. See *Commonwealth of Kentucky v. Edward Green Jameson*, 215 S.W. 3d 9 (Ky. 2006), and cases cited therein. We have no specific recommendations for revising this chapter, but strongly recommend that your County Attorney review this chapter against state and federal case law and advise the county as to any necessary revisions. Unless otherwise instructed, we will retain these provisions as presently edited.

TITLE XIII: GENERAL OFFENSES

- 28) Chapter 130: Cannabinoids. This chapter contains provisions governing synthetic cannabinoids and cannabimetric agents. Attorney Watson, the lawyer contracted by the Department of Libraries and Archives to review your materials, advises that such provisions appear to be pre-empted by state law. We therefore recommend deleting them from your code. Do you wish to delete these sections?

TITLE XV: LAND USAGE

- 29) § 151.01 Kentucky Building Code adopted by reference.
- a) This section adopts 815 KAR 7:105, which no longer exists. The Kentucky Building Code is set forth at 815 KAR 7:120. We recommend updating these citations accordingly. Is this acceptable?
 - b) This section mentions the CABO One and Two Family Dwelling Code. Please note, however, that 815 KAR 7:125 adopts the 2012 International Residential Code for One and Two Family Dwellings. Do you wish to update these citations accordingly?
- 30) § 151.04 Permits and fees. Reference is made to a schedule that was not provided with the ordinance. If you would like this schedule set out in full text in your code, please supply a copy with your responses to this report.

Editorial report prepared by:

Christi Baunach, Staff Attorney
January 29, 2016

municode



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CODIFICATION, SUPPLEMENTATION AND WEBSITE HOSTING SERVICES

Quote for Franklin County, Kentucky

April 11, 2019 - Valid for 90 days



Scott Horton

East Coast Regional Executive

Phone 919-830-3358

Email SHorton@municode.com

PO Box 2235 Tallahassee, FL 32316

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LETTER OF INTEREST

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April 11, 2019

Ms. Ann Northcutt
Grants Administrator
321 W. Main Street
Frankfort, KY 40601

via email: anorthcutt@franklincountyky.com

Ms. Northcutt:

Thank you for speaking with East Coast Regional Executive Scott Horton regarding codification of the County's ordinances. This proposal will provide the scope of services and pricing details for the codification process, which will result in an official Code of Ordinances that is free from internal conflicts and inconsistencies, conforms to the laws of the State of Kentucky, and is easily accessible in print and online to staff and citizens alike. Our staff includes 12 in-house professional codification attorneys who have completed hundreds of codification projects nationwide. We will be happy to provide a recent Legal Review Memorandum sample upon request.

With over 67 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,500 municipalities throughout the United States (including 11 in Kentucky) and host over 3,500 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software, or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at <https://www.municode.com/> to explore our full suite of government services.



Municode provide Code publishing services to 11 municipalities in Kentucky.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and efficient supplement process possible for the ongoing maintenance of your new code. Customers who trust Municode with both their online codes and their municipal website enjoy the added benefit of a unified search engine. With a simple button click, you can easily filter your website search results to pull up all matches within your online Code of Ordinances.

To start the codification process, simply make your selections on pages 3-5 of this proposal and fill in and sign the signature page on page 13. If you have any questions, please let us know. In addition to email, Scott can be reached at 919-830-3358, and our Vice President of Client Services, Steffanie Rasmussen (800-262-2633 ext. 1148), also welcomes your call at any time. Thank you for the opportunity to submit this proposal. We look forward to speaking with you soon.

Sincerely,



Dale M. Barstow
Vice President of Sales
Phone: 800-262-2633 ext. 1225

EXECUTIVE SUMMARY

Codification, Supplementation and Website Hosting

*Logic: Organize your legislation into a logical and comprehensive Code of Ordinances. Engage our full-time attorneys to examine your current body of legislation for legal sufficiency and consistency. Create a Code of Ordinances that is clear, concise and accessible for your staff and citizens. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

- ★ **Codification**.....\$19,950¹
Timeline 10-12 months

The codification base cost of \$19,950 is based on a 950 page, single column 10-point code (or 1,074 11-point pages or 1,188 12-point pages).

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to other ordinances to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index (if elected); create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

- ★ **Supplement Service** (single column per page rate) \$20

Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

- ★ **Online hosting = MunicodeNEXT!**\$645²

The online code is only \$645 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,570 annually!

¹ Please see page 3 for additional pricing details.

² Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

CODIFICATION QUOTATION SHEET

Codification base cost, includes

\$19,950³

- ★ 950 single column 10-point font pages, including zoning and subdivision
- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
 - ★ Preparation of legal memorandum by a Municode attorney
- ★ Conference with attorney (make selections below)
- ★ Implementation of approved legal findings
 - ★ Updating State Law references
 - ★ Editorial preparation and proofreading
 - ★ Page formatting (make selections below)
 - ★ Indexing (if elected)
- ★ Tables⁴, Graphics⁵ & tabular matter⁶
- ★ Final proofreading and corrections
- ★ Quality control review and printing
 - ★ 3 copies, to include 3-post stamped binders and tabs
 - ★ Adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:

Font Size Single Column: ☐ 10-point (950) ☐ 11-point (1,074) ☐ 12-Point (1,188)

Conference Selection:

- ☐ On-site conference, each **Attorney time, travel, lodging and per diem**
- ☐ Teleconference or web-based conference, 3-hour session **No charge⁷**

Format Elections (Please check or circle desired elections below)

Font: Times New Roman - Will be used as the font unless otherwise indicated.

Other choices include: Helvetica, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic, Gill Sans and Arial MT

Binder Color: ☐ Semi-Bright Black ☐ Dark Blue ☐ Hunter Green ☐ Burgundy

Binder Stamping Color: ☐ Gold ☐ Silver

Items not included in base cost

- ★ Pages over 950 10-point, single column pages per page (or equivalent) **\$26**
- ★ Freight **Actual**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 5**

Payments for codification project - Your project can be budgeted over two fiscal years

- ★ Execution of Agreement **\$6,980**
- ★ Submission of the Legal Memorandum **\$4,990**
- ★ Submission of Draft Code **\$4,990**
- ★ Delivery **Balance**

³ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a Proof update fee, if applicable.

⁴ The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

⁵ Includes printing all copies.

⁶ Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁷ For the initial 3-hour session, then \$150 per hour thereafter.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate⁸

Page Format	Base Page Rate
Single Column	\$20 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you⁹
- ★ Updating electronic versions¹⁰ and online code
- ★ Printing 3 copies

Base page rate above excludes:

- ★ Freight
 - ★ State sales tax
 - ★ Images, Graphics¹¹ & tabular¹² matter, each
 - ★ MyMunicode or online code
- Actual
If applicable
\$10
Selections on page 5**

Electronic media options for Code of Ordinances (sent via download)¹³

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update |

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

⁸ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

⁹ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

¹⁰ We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹¹ Includes printing of all copies.

¹² Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.


¹³ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

WEBSITE HOSTING QUOTATION SHEET (MunicodeNEXT)



Online features can be purchased on an a la carte basis, or through our MyMunicode bundle for the best value. Please visit our online library of over 3,500 codes on MunicodeNEXT [here](#). You can sign up to participate in one of our webinars [here](#) or view a pre-recorded version of the webinar [here](#).

Please check the appropriate box (es) to indicate your selection:

STANDARD WEB HOSTING

- ☐ **Online Code = MunicodeNEXT**, annually  **\$645**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

- ☐ **CodeBank** annually **\$150**
Permanent online collection of previous versions of the code.
- ☐ **OrdBank** annually (or per ordinance)  **\$475**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. Applies to amendatory (included) ordinances only. **(\$35)**
- ☐ **OrdBank + OrdLink** annually (or per ordinance) **\$575**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code that will be amended. **(\$60)**
- ☐ **CodeBank Compare + eNotify**¹⁴ annually  **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- ☐ **MuniPRO** Service annually **\$295**
Search over 3,500 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- ☐ **Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- ☐ **MuniDocs**¹⁵ annually, upgraded self-loading capabilities – *first 3 months service at no charge!* **\$350**¹⁶
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- ☐ **MyMunicode** annually. **\$1,570**¹⁷
Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

RECOMMENDED ADDITIONAL SERVICES (See pages 11 & 12 to review additional services)

- ☐ **MunicodeMEETINGS** Agenda Management Software, annually **\$5,800**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

¹⁴ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁵ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁶ Includes up to 25 GB storage. Quote for additional storage is available upon request.

¹⁷ Total value if each item were to be purchased a la carte would be approximately \$1,815 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 68 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.



Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



SCOPE OF SERVICES

Codification & Publication Summary

During the codification process, the attorney assigned to your project will organize and examine all ordinances and code related material in order to produce a Code of Ordinances that is free from conflicts and inconsistencies and conforms to the laws of the State of Kentucky. Your Municode attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the code. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you to ensure conformity with state statutes. The ordinances will also be compared to other ordinances in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later at an agreed upon page rate. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

Page Format Options. We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

References. We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the codification process simple and smooth for you.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

Editing and Proofreading. Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

Index, Graphics and Tables. Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to

our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the codification.

Printing and Binding. We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the codification project is within **10 to 12 months**, excepting any delays occasioned by the County. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and published. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Your participation in the Scope of Services for Codification & Publication of the code is anticipated to be as follows:

Codification and Publication

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly codified code.

Supplementation Services

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

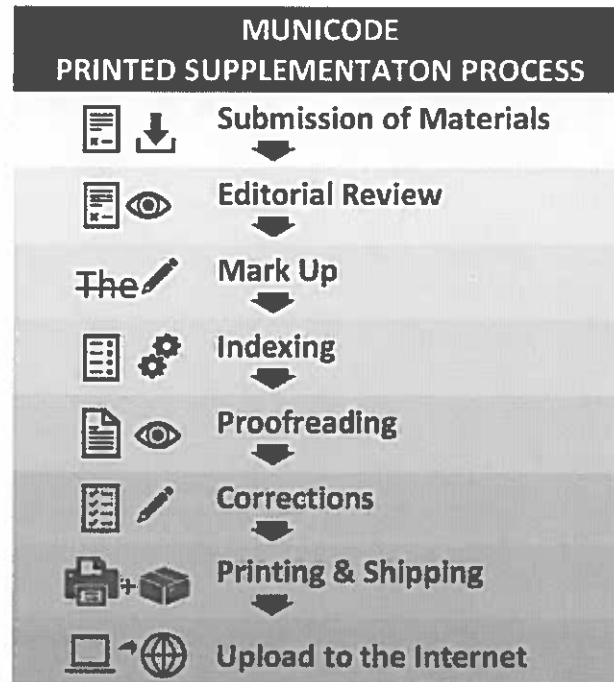
We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

A recent analysis of our 2018 printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".
2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will

be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.

3. **Indexing** – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. **Posting the supplement online (MunicodeNEXT)** – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. **Printing and Shipping** – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Website Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,500 codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to involve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia. All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.0.

MunicodeNEXT Premium Feature Summary

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every amendatory ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,500 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

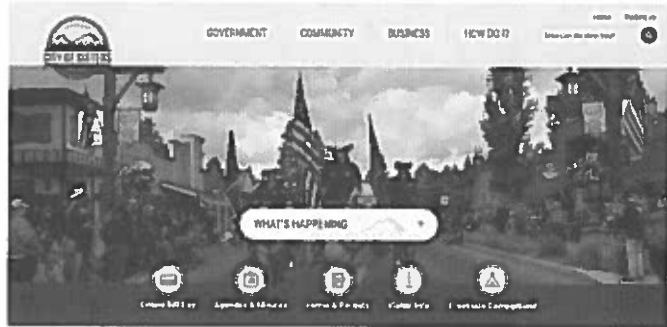
ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.



☐ Request MunicodeWEB Demo/Proposal

Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.



☐ Request MunicodeMEETINGS Demo/Proposal (see pricing page 5)

Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

☐ Request Point and Pay Demo/Proposal

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.



JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

☐ Request MCCi Demo/Proposal

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, encodePlus assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, enCodePlus has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how enCodePlus can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



☐ Request enCodePlus™ Demo/Proposal

SIGNATURE PAGE

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and Franklin County, Kentucky.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: Dale M Barstow

Title: Dale M. Barstow, Vice President of Sales

Date: April 11, 2019

Accepted by:

FRANKLIN COUNTY, KENTUCKY

Signature: _____

Printed Name: _____

Title: _____

Date: _____

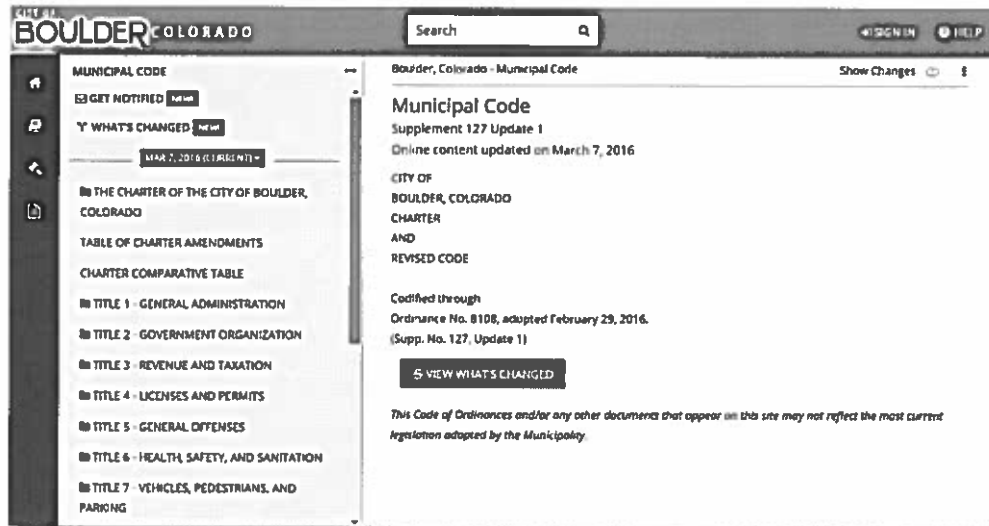


ATTACHMENT A

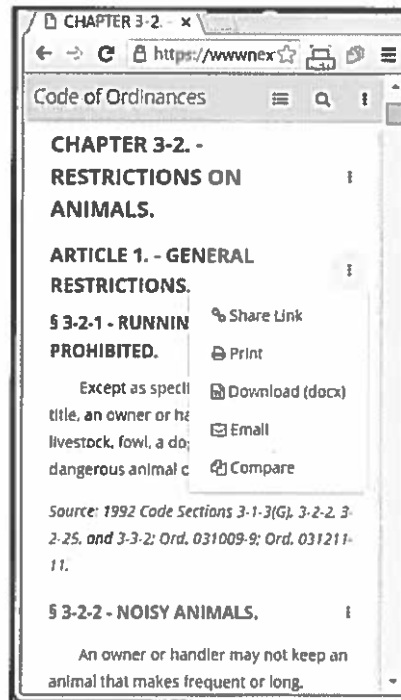
MunicodeNEXT Standard & Premium Features

STANDARD FEATURES OF MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

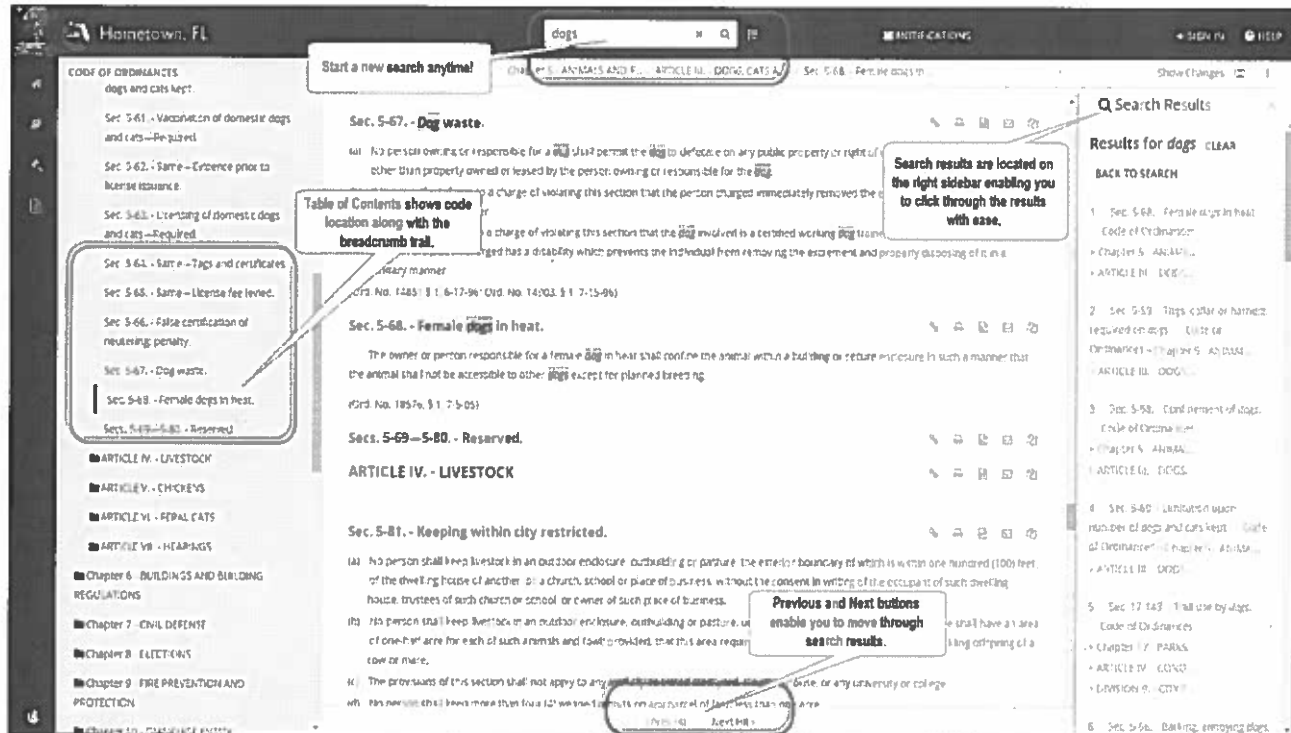


Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



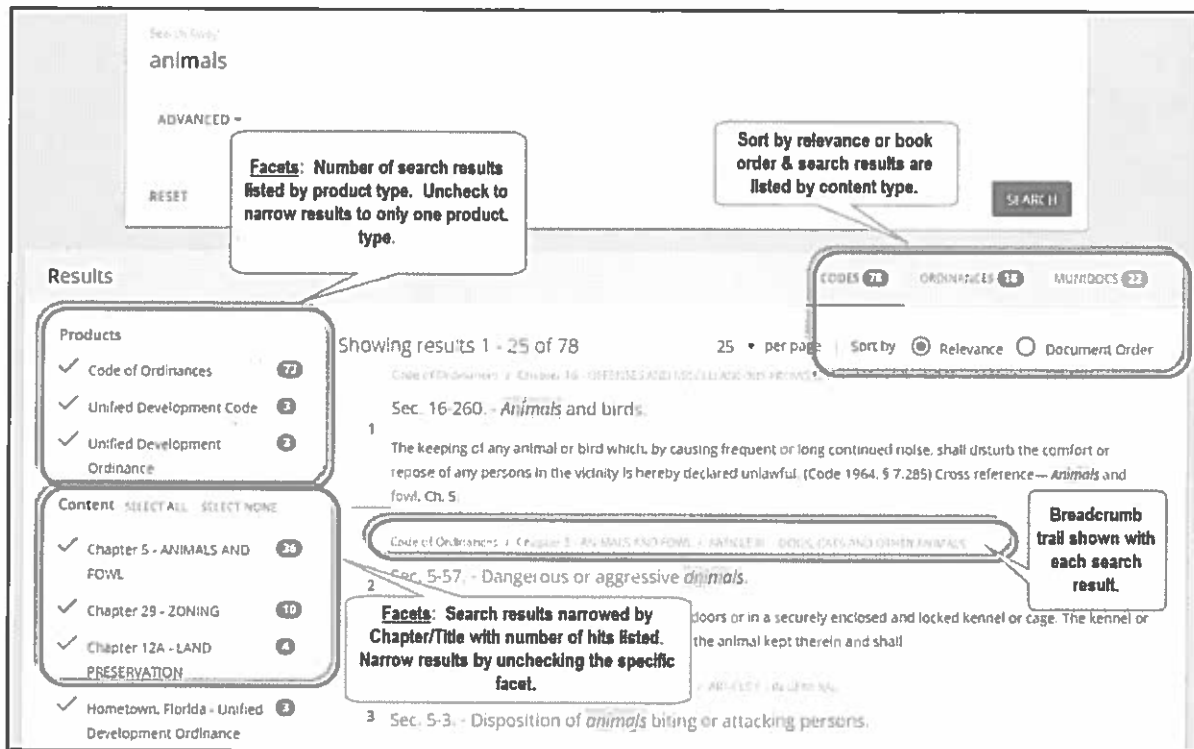
Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



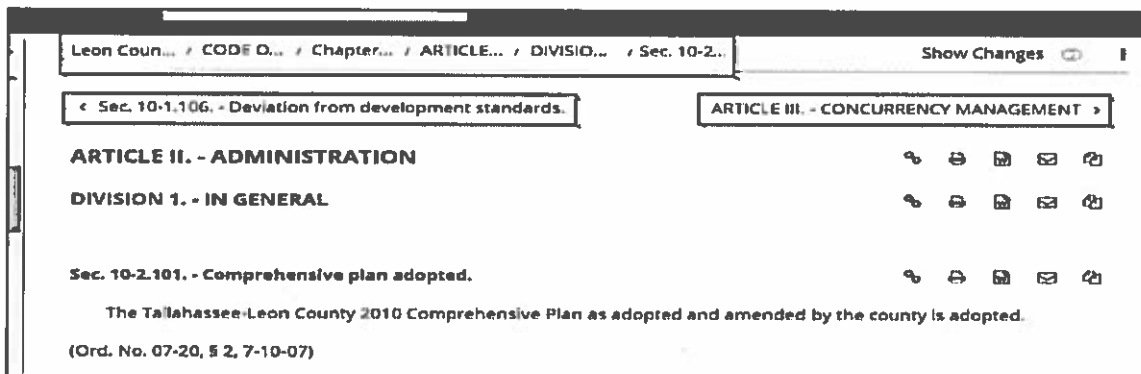
Municode Search Components:

- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.



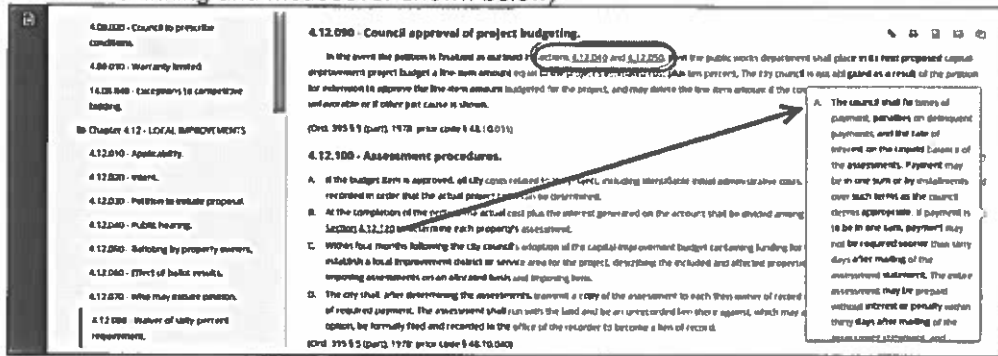
Search enhancements provided with our latest website upgrade include (see screenshot above):

Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

PREMIUM FEATURES OF MunicodeNEXT

Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

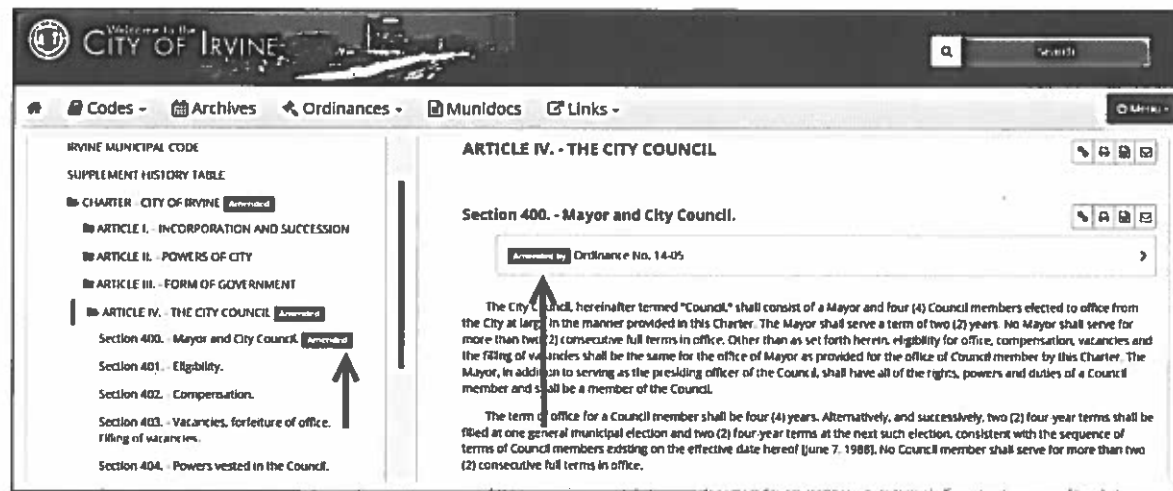
(Hyperlinked ordinance in text)

The screenshot displays the Arvada Code of Ordinances web interface. The left sidebar shows the 'Code of Ordinances' structure, with 'DIVISION 6. WATER FEES AND RATES' selected. The main content area shows the text of Ordinance No. 4027, which includes a hyperlinked reference to 'Ord. No. 4027, § 1, 10-16-2006'. The right sidebar shows a list of other ordinances and a 'Show Changes' button.

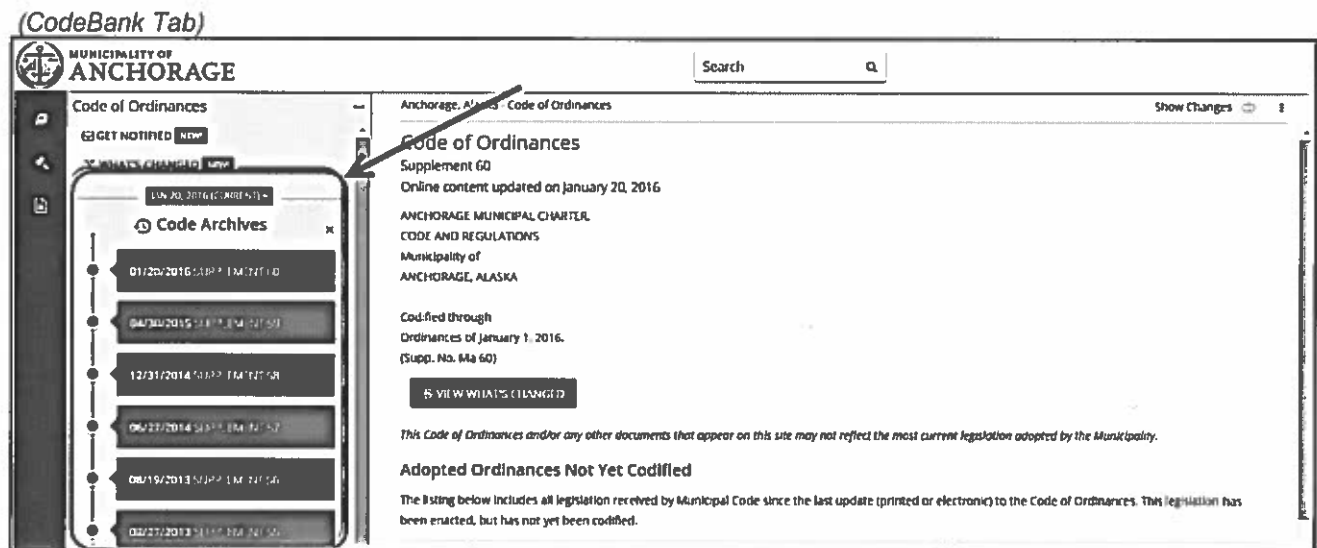
(One-Click access to the original ordinance in the OrdBank Repository)

The screenshot displays the Arvada Code of Ordinances web interface, showing a list of ordinances on the left sidebar. The main content area shows the text of Ordinance No. 4027, which includes a hyperlinked reference to 'Ord. No. 4027, § 1, 10-16-2006'. The right sidebar shows a list of other ordinances and a 'Show Changes' button.

OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via "modified," "new" or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

Get Notified

Filling out this form will allow you to receive an email notification every time select publications are updated.

Note: If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Email:

Enter email

Profession:

Select One

Categories

- ☐ Unified Development Code
- ☐ Unified Development Ordinance
- ☒ Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

MUNICIPALITY OF ANCHORAGE

Code of Ordinances

ANCHORAGE, ALASKA - Code of Ord. TITLE 2 - MUNICIPAL BRANCH - Chapter 2.10 - BUSINESS PRICES

2.10.010 - Executive session.

1. The assembly may request to meet in executive session to discuss the following subjects if the business nature of the subject is stated in the motion calling for the session:

- any specific legal matter, including pending litigation;
- labor negotiations with municipal employees;
- matters involving identifiable economic development potential which would involve ongoing negotiations between the municipality and the business community;
- matters which would tend to determine or jeopardize the reputation of the municipality and that a list of persons may require a public disclosure;
- matters which by law, municipal charter, or ordinance are required to be confidential; or
- matters involving consideration of governmental records that by law are not subject to public disclosure.

2. No official action may be taken in executive session except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiations. Although the public may be invited, the session if all be electronically recorded. The issues shall be available for public review according to the following schedule:

- If the session concerns pending litigation, the release date shall be when all phases of action have been resolved by final judgment or when further action under a final the matter are otherwise settled.

3. CHANGED SECTIONS

ANCHORAGE MUNICIPAL CODE AND REGULATIONS

1. SUPPLEMENT HISTORY TABLE

TITLE 2 - LEGISLATIVE BRANCH

Chapter 2.10 - BUSINESS PRICES

2.10.010 - Executive session.

TITLE 2 - LEGISLATIVE BRANCH

Chapter 2.10 - BUSINESS PRICES

2.10.010 - Executive session.

TITLE 3 - ADMINISTRATIVE

Chapter 3.10 - MUNICIPAL EMPLOYEES

3.10.010 - Executive session and administrative order.

(Show changes button and a custom banner are shown below)

Bonita Springs, Florida

Code of Ordinances

GET NOTIFIED NEW

WHAT'S CHANGED NEW

JAN 27, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE

CHARTER

IN ARTICLE I. - (IN GENERAL)

ARTICLE II. - (EFFECTIVE DATE)

Bonita Springs, Florida - Code of Ordinances

Code of Ordinances

Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through

Ordinance No. 15-27, enacted December 2, 2015.

VIEW WHAT'S CHANGED

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

Show Changes

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

The screenshot shows the 'Ahoskie > Minutes' section of the MuniDocs interface. A file upload dialog box is open, displaying the following information:

- Upload files** header with a folder icon and a close button.
- Instruction: "Drop file(s) here or click to upload"
- Supported file types:** .doc, .docx, .pdf
- Max file size:** 10 MB
- Success message: "Success! All files uploaded." with a "RESET" button.
- A table showing the uploaded file:

Name	Size	Status
Ord_2018-105 (4).pdf	144 KB	✓ Success

In the background, the document list for 'Minutes' is visible, showing a folder named 'Ord_2018-105 (4)' and a table with columns 'Name', 'Size', and 'Status'. The footer of the page indicates '© 2017 Municode'.

MuniPRO. MuniPRO Searching allows you to search the over 3,500 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

